

IntelliTalk II

Templates/Stationery Pads

Assistive Technology Training Online
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Activity

Learn to create teacher made templates or stationery pads using IntelliTalk II' s talking word processing features. A teacher made template or stationery pad is different from the pre-made templates that come with IntelliTalk II. You start with a blank IntelliTalk II document that is then customized to meet individual needs or for a specific project and then saved. The file is always opened as *Untitled*. Students can use the template or stationery pad to do their own work and then save it as an independent file, or multiple students can use the template as an electronic worksheet.

*Note: If you are using a Macintosh, substitute the ⌘/Command key for the Ctrl/Control key in the keyboard shortcuts.

Instructions

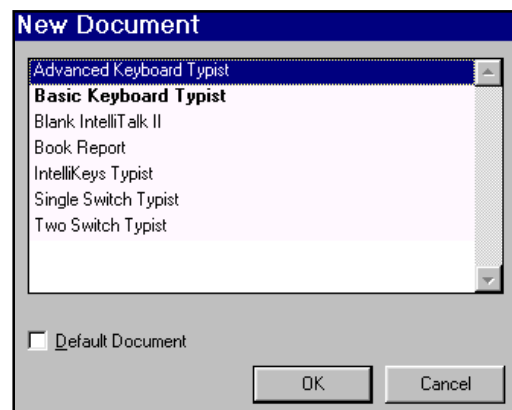
Create a customized writing environment

IntelliTalk II files can be customized for individual users to better enhance the reading, writing and learning process. By setting up an environment (a text font, size, and color) that meets specific learning conditions for an individual student, efficiency and independence is promoted. A new file opens with previously set features.

1. Change the Default Settings

As you work with word processing features of IntelliTalk II, you will find that certain options and settings are set as default settings. Your preferences for option settings may be very different than this and you may want IntelliTalk II to start new files with your setting preferences.

- Open IntelliTalk II. The default setting opens IntelliTalk II to a blank document using the **Basic Keyboard Typist** template.
- To change the default setting so that IntelliTalk II opens with a different template, select **New** from the **File menu**. The **New Document** dialog box opens. Select the sample template you would like to open as the default.



- Check the box next to the words **Default Document**. Click **OK**.

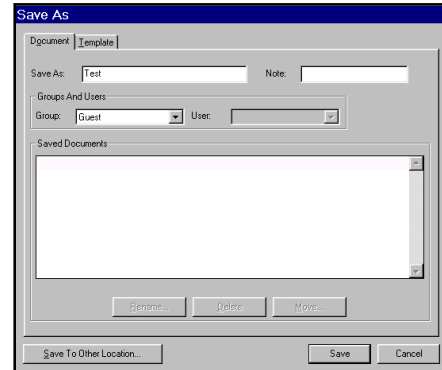
2. Create a Template or Stationery Pad

If a number of students need different option settings, you can create “starting files” for each individual that will retain separate file preferences.

- To create individual student files with different settings, open IntelliTalk II to an untitled document.

- Make the speech, font, and color changes. Set IntelliTalk II to **Speak Letters** and **Speak Words**. Set the **font** to 24 pt. Make the **background** yellow.

- Select **Save** from the **File Menu**. The **Save As** dialog box opens.



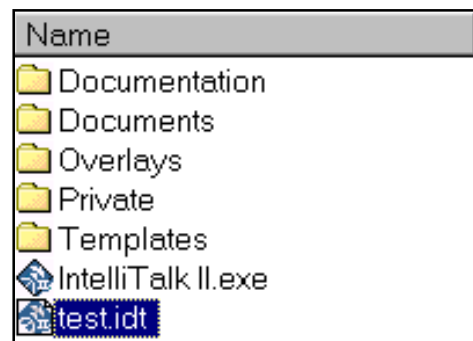
- Save the document as **Test**. Choose **Save to Different Location** and save the document in your file directory or to your desktop.
- Quit IntelliTalk II.

A. Create a Template for Windows Users

- Locate your document, Test, in the file directory or on your desktop.

- Click on the document ONCE to highlight it. Choose **Properties** from the **File menu**.

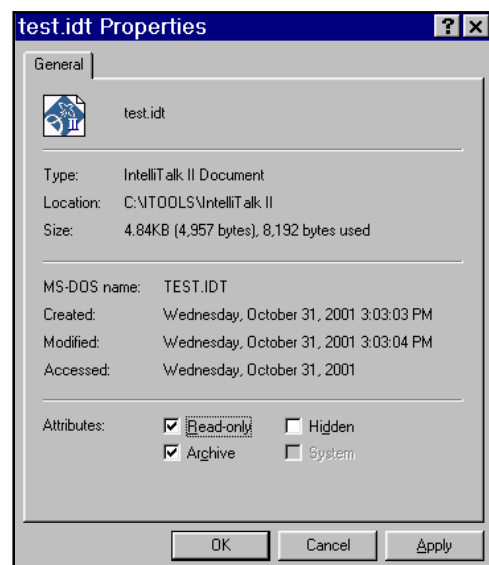
- Select **Read Only**. This creates a file that can be used as a template. Select **Apply**.



- Double click the Test file to launch IntelliTalk II.

- Choose Save As in the File menu. Notice this is the only Save option you have available.

- Save the new file as **Book Report**. The original document remains unchanged for use over and over again. Even if you typed in the document or made other changes to it, its “ Read Only” status will not let you overwrite the original file.



B. Create a Stationery Pad for Macintosh Users

- Locate the document, Test, in the file directory.
Click on the document ONCE to highlight it.
- From the **File** menu, select **Get Info**.
- In this window there is a check box called **Stationery Pad**.
Check it. Close the window.
- Open the file called Test.
- Click **Save** from the **File** menu. Notice the only option is to save the file with a new name.
- Save the new file as **Book Report**. The original document remains unchanged for use over and over again. Even if you typed in the document or made other changes to it, its “ Stationery Pad” status will not let you overwrite the original file.

